This brochure has been prepared to provide an overview of the Calgary Regional Planning Commission — its functions and responsibilities, and how it is organized to carry them out.

It should be noted that this document is of a general nature, and does not purport to explain the workings of the Commission in great detail. Such detailed information may be obtained by contacting the Commission Office at 4303 - 11 Street S.E., Calgary, Alberta T2G 4X1. Phone 287-2472.

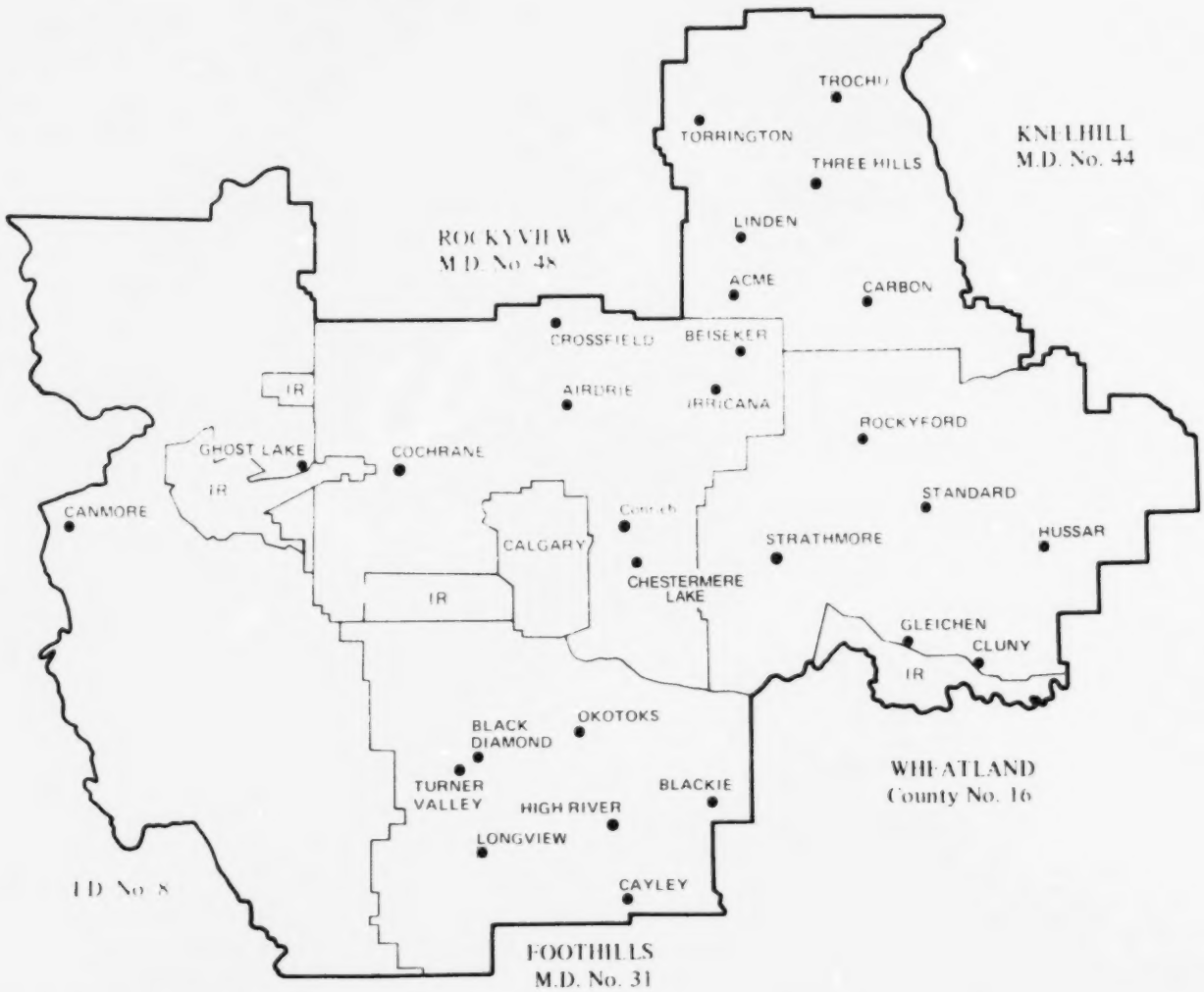
What is the Calgary Regional Planning Commission?

The Calgary Regional Planning Commission is a corporation established under The Planning Act; it is an association of municipalities originally formed at the request of its member municipalities in 1951. It is one of eight planning commissions in the province, each with similar responsibilities for planning matters within their own regions. The area covered by the Commission is shown in the provincial context, and in more detail, on the following maps.

MAP SHOWING ALL REGIONAL PLANNING COMMISSIONS

REGIONAL PLANNING COMMISSIONS

BATTLE RIVER REGIONAL PLANNING COMMISSION	BRRPC
CALGARY REGIONAL PLANNING COMMISSION	CRPC
EDMONTON REGIONAL PLANNING COMMISSION	ERPC
OLDMAN RIVER REGIONAL PLANNING COMMISSION	ORRPC
PALLISER REGIONAL PLANNING COMMISSION	PRPC
PEACE RIVER REGIONAL PLANNING COMMISSION	PRRPC
RED DEER REGIONAL PLANNING COMMISSION	RDRPC
SOUTHEASTERN ALBERTA REGIONAL PLANNING COMMISSION	SEARPC



MAP OF COMMISSION AREA

What is the role of the C.R.P.C.?

The main responsibilities of the Commission, as outlined in The Planning Act, are as follows:

- to prepare, adopt, and administer a regional plan for the Calgary planning region;
- to provide advice and assistance to municipalities on planning matters, including the preparation of general municipal plans and land use bylaws, when requested;
- to act as the subdivision approving authority for the region, except in the case of the city of Calgary;
- to provide advice and suggestions on annexation matters;
- to encourage the participation of the public in the planning of the Calgary Region.

How is it financed?

The Commission occupies the unique position of being a regional body operating between the provincial and municipal levels of government. Reflecting that position is its manner of funding, in which 80% of the C.R.P.C. budget is financed by the Province of Alberta and 20% by the various municipalities. The C.R.P.C., like the other planning commissions, must submit a budget to the Alberta Planning Board to receive funding.

Who are its Members?

The Minister of Municipal Affairs designates which municipal councils can appoint members to the Commission, and determines the number of representatives allowed each municipality. The actual representatives are selected by the local Councils. The Commission now has 18 municipal members. Several government departments are also represented, however not as voting members.

The Commission will do planning work for all municipalities in its area, whether or not they are members, and all municipalities can send representatives to vote on issues which affect them. The three Indian Reserves in the Calgary Region (Blackfoot, Sarcee, and Stoney) operate under federal authority. They would only participate in the Regional Planning Commission if they chose to do so, which none has done.

MEMBERSHIP

County of Wheatland No. 16
I.D. No. 8
M.D. of Foothills No. 31
M.D. of Kneehill No. 48
M.D. of Rocky View No. 44
City of Calgary
Town of Airdrie
Town of Canmore
Town of Cochrane
Town of Crossfield
Town of High River
Town of Okotoks
Town of Strathmore
Town of Three Hills
Town of Trochu
Village of Beiseker

REGIONAL MUNICIPALITIES WITHOUT REGULAR REPRESENTATIVES

Town of Black Diamond
Town of Gleichen
Town of Turner Valley
Village of Acme
Village of Blackie
Village of Carbon
Village of Cayley
Village of Cluny
Village of Hussar
Village of Irricana
Village of Linden
Village of Longview
Village of Rockyford
Village of Standard
Village of Torrington
Summer Village of Chestermere Lake
Summer Village of Ghost Lake

PROVINCE OF ALBERTA REPRESENTATIVES

Alberta Agriculture
Alberta Education
Alberta Energy and Natural Resources
Alberta Environment
Alberta Transportation

With the exception of the City of Calgary, which has three members, the Council of each member municipality selects one representative to sit on the Planning Commission. This group is the governing body of the Commission - the group that makes all policy decisions and approves subdivisions. General Commission meetings are held the second Friday of every month at the Commission Office at 4303 - 11 Street S.E., Calgary.

How is it organized?

The Commission elects officers (chairman, first vice-chairman and second vice-chairman) and operates through committees. There are five operating committees at this time - the Executive Committee, the Regional Plan Committee, the Subdivision Committee, the Road Study Committee, and the Membership Review Committee.

The Executive Committee meets with the Director on management and policy matters and makes recommendations on items referred to it by the Commission.

The Regional Plan Committee works toward the adoption of a regional plan which will reflect the wide range of its members' interests in a single document. In addition, it considers amendments to the existing regional plan, annexation applications, and other regional planning matters.

The Subdivision Committee is delegated the authority by the Commission to make decisions on applications for subdivision. It also makes recommendations to the full Commission on subdivision procedures and policies that affect the subdivision of land. Decisions are made based upon regulations contained in The Planning Act, the Subdivision Regulation, the Regional Plan, and any local statutory plans or bylaws. The Subdivision Committee meets the second Wednesday and last Friday of each month.

The Road Study Committee was originally organized to co-ordinate the designation and construction of secondary roads within the Calgary region. In recent years, the Committee's role has been one of monitoring construction and recommending on minor changes to the system.

The Membership Review Committee is charged with the task of undertaking a complete review of the Commission's membership structure and assessing alternate methods of determining membership.

How is the staff set up?

The Commission staff numbers approximately 50. Their job is to provide the technical assistance required for planning, and, on request, to make recommendations to the Commission on planning matters. Along with daily work at the Commission Office, staff members attend Council and community meetings to discuss planning issues, both local and regional in scope.

Under the Director, the staff operates within four divisions: Urban Planning, Regional Planning, Current Operations, and Administration. A discussion of the role of each is provided in the next section. Following that, is a list of current staff.

The Director

The Director is the Chief Administrative Officer responsible to the Commission for the sound and effective management of the Commission's affairs and its staff. It is the role of the Director to provide technical advice and guidance to Commission Members in the development and formulation of policies and objectives. In additicn, he must foster an exchange of ideas and information with municipal members, the federal and provincial governments, and other interest groups concerned with planning in the region.

Urban Planning Division

The function of the Urban Planning Division may be likened to that of a consultant firm, in that the services the Urban Planning staff perform for a Council are essentially the same as those offered by consultants. It is their job to help a community direct its growth in an orderly and realistic manner. To this end, the Division has two primary areas of responsibility.

The first responsibility lies in fulfilling the requirements of The Planning Act by completing statutory plans as required. These statutory plans are the general municipal plan, area structure plan, and area redevelopment plan as explained in The Act. (See Section 59-65 of The Planning Act, 1977.)

In municipal planning, the major document is the general municipal plan (G.M.P.). It describes, in general terms, the manner in which the future development of a municipality may be best directed, based on the resources and objectives of that municipality.

There are very few urban centres within the Calgary region that do not have a G.M.P. in place. As such, a major function of the Division is the ongoing process of updating existing plans, as it is deemed necessary by the municipal Council, to reflect changing needs.

An area structure plan outlines, in greater detail, a specific development area to demonstrate how the community would like to see that area developed. The Urban Planning staff have prepared a number of area structure plans to date, and are currently in the process of preparing several more.

An area redevelopment plan, as the name suggests, describes the manner in which a defined area will be redeveloped in order to best reflect the needs and wishes of the urban centre. It should be noted that these plans are not restricted to use within the downtown area and can, in fact, prove beneficial in a number of areas.

The three types of plans described above are the statutory requirements of The Planning Act that the Urban Planning staff prepare for an urban centre, at their request, and as time allows.

The secondary line of the Division's responsibility is the carrying out of other planning work requested by a Council. This could entail such matters as the preparation of special studies, land development proposals, recreation master plans, industrial studies, annexation studies, as well as a variety of smaller individual tasks. In completing such assignments for a Council, the Urban Planning staff does not attempt to compete with private consultants, but rather to provide services for which the centre cannot afford to pay.

Within the two functional areas outlined above, the Urban Planning Division provides assistance to the region's communities in solving their planning problems.

Regional Planning Division

The Regional Planning Division is divided into two working groups:

i) The Regional Planning and Research Group
ii) The General Planning and Development Group.

The Regional Planning and Research Group looks after the preparation of the Regional Plan, and provides planning advice to the Commission on proposed Regional Plan amendments. As well, the operation of the Commission's general information services, including the library, is carried out by this group. Finally, they are responsible for the preparation of research reports on planning issues of concern to the region as a whole.

The Rural Planning Group is responsible for the preparation of general plans for the rural municipalities on request. These general plans provide the same kind of development guidance for a rural municipality as a general municipal plan does for an urban centre.

In addition, the Regional Planning staff in this group provide assistance to a municipality in interpreting and determining the proper course of action when presented with a development referral which is affected by a rural general plan.

The other major area in which this group provides assistance is that of annexations. The staff provides advice to the Commission in determining what position the Commission should take in reference to the annexation proposal. As well, staff members will represent the Commission at Local Authorities Board (L.A.B.) hearings when requested.

Current Operations Division

The duties of this Division are performed through the work of two Sections:

i) Land Use Advisory Services
ii) Subdivision Services

The Land Use Advisory Services section provides a statutory planning and advisory service to the region's municipal Councils and their agencies.

The staff, upon request from a Council or its agencies, analyze and prepare land use bylaws and their amendments, general municipal plan bylaws, area redevelopment plan bylaws, area structure plan bylaws and assist in the preparation of any other bylaws that the municipality may require. Some bylaws prepared have been building, parking authority, road and street closure, public reserve disposition, sign and, yes, even an animal control bylaw.

In addition to the statutory obligations, the section, upon referral from a municipality, reviews and examines plans for development and land use redesignations to ensure compliance with existing legislation and good planning practice. As well, the section provides planning comments to the municipality and, when requested by the municipality, acts as liaison with developers.

The staff is available to the Councils and their agencies for consultation on planning procedures, interpretation of acts or bylaws, derivation and implementation of policies and to provide general planning advice. As well, staff of the Land Use Advisory Services will prepare development agreements in consultation with the municipal engineer for Council's consideration.

Subdivision Services staff are responsible for processing all subdivision applications in the Calgary Region except those within the City of Calgary limits. All applications for subdivision (ie: the application to change the legal boundaries of a parcel of land) must be placed with the Commission. The Commission then circulates the applications for comment by the municipal Councils, provincial departments, utilities and other authorities, before making any decisions. The act of subdividing has important ramifications for future land ownership and land use in the affected area. That is why so many interested parties are given the opportunity to make comments regarding a subdivision application. Based on all available information, including site inspections done by the subdivision staff, the staff make their recommendations to the Commission's Subdivision Committee for decision.

Administration Division

The Administration Division provides general administrative and support services to the Commission's staff. It is organized into four service groups, as follows: Administrative Services; Commission Secretary; Drafting and Graphics; and Community Relations Services.

Administrative Services provide the Commission with the important support services of budgeting, accounting, personnel services, purchasing, word processing, printing, reception services and other general administrative duties. Major equipment purchases during the past five years have greatly added to the efficiency of these functions and have expanded the capacity for output.

The Commission Secretary is the recording secretary for the regular meetings and public hearings held by the Commission. This position also co-ordinates the preparation of meeting minutes and agenda and does much of the work involved to arrange many of the meetings held by the Commission. In addition, the Commission Secretary is responsible for drafting correspondence arising out of the Minutes of the Commission Meetings.

Drafting and Graphics Services provide drafting and graphic display support for the Commission. The people in this section work very closely with the Planning and Community Relations staff to co-ordinate work needs with respect to displays for public meetings and report layouts. The section also prepares and maintains a considerable collection of mapping of the Commission area.

Community Relations Services staff have responsibilities centred in two major areas - that of public participation and that of public information.

The group provides Councils with public participation services when major planning work is being done. The purpose of such programs is to provide people with the opportunity to get involved in the planning process, and to generate an information exchange between planning staff and the people they work for.

In the area of public information, the Community Relations staff prepare information brochures, news releases, and a quarterly newsletter designed to keep people informed about current projects and planning developments around the region.

Current Staff - June, 1981
listed alphabetically

Director - Ivan Robinson

Urban Planning Division

Manager - Larry Brophy
Supervisor - Rory Patten
Marga Betz
Heather Konefat
Bob Maniago
Sandra Murtack
Gail Sokolan

Current Operations Division

Manager - Bill Wray
A. Land Use Advisory Services
Supervisor - Carol McClary
- Elaine Arthur
- Rick Miller
- Carol Myers
- Dale Prince
- Richard Quail

B. Subdivision Services
Supervisor - Bill Fairbrother
- Debra Bishop
- Ian Cope
- John Johnson
- Janet Millett
- Linda Yakimishyn

Regional Planning Division

Manager - John Rusling
Supervisor - Karl Nemeth
A. Regional Planning and Research Group
Teresa Michalak
Janet Moore
Karl Nemeth
Diane Pomeroy
Doreen Weber

B. Rural Planning Group
Miles Cullum
Larry Martin

Administration Division

Manager - Wayne Kopp

A. Administrative Services
Supervisor - Lyn von Busse
- Lil Haggis - Reception
- Darlene Harms
- Heather Howe
- Jan Hutchison
- Shawn Matheson
- Gloria Rill
- Linda Staus
- Janet Steckley

B. Commission Secretary - Diane Sahlmark

C. Drafting and Graphics Services
Supervisor - Steve Vadnai
Head Draftsman - Gary Thomas
- Sherry Gardin
- Kelly Laatsch
- Jane Sullivan
Graphics - Roger Burelle
- Mary Sharman

D. Community Relations Services
- JoAnne Calon